



# **RECOMMENDED PROCEDURES FOR CLOSURE OF STATE FACILITIES**

**PREPARED BY**  
**DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**  
**OFFICE OF PLANNING, DESIGN AND CONSTRUCTION**

## **Contents**

Preface.....	i
Executive Summary .....	ii
Grounds.....	1
Building Exterior .....	1
Windows .....	1
Doors.....	2
Fire Escapes .....	3
Building Interior.....	3
Elevator Shutdown.....	4
Fire Alarm and Fire Protection Systems.....	5
Power Plant .....	5
Operational and Hazardous Wastes .....	6
Closure Report .....	7

## **Attachments**

Typical Plywood Window Enclosure Sketch .....	Attach 1
Window Sections A-A and B-B.....	Attach 2
Typical Plywood Window Enclosure Sketch And Section C-C .....	Attach 3
Tunnel Closure and Section D at Tunnel Closure .....	Attach 4
Basement Window and Vent Grill Closure and Section E-E .....	Attach 5
Typical Intermediate Support Details for Window Openings wider than 4'-0" .....	Attach 6
New Emergency Egress Doors .....	Attach 7
Window Closure at Special Windows .....	Attach 8
U.S. Fire Administration Board Up Procedures Flyer.....	Attach 9
Department of Fire Services Advisory (3/29/01).....	Attach 10

## PREFACE

The following procedures and guidelines have been developed by the Division of Capital Asset Management and Maintenance (DCAM) to assist other State Agencies (Agency) with their responsibility to properly secure buildings and structures that they no longer occupy. It is the responsibility of the Agency to secure these buildings in an effort to preserve and prevent deterioration of the assets of the Commonwealth. It should be noted that these guidelines specify short-term, low cost steps that should be taken during an interim period before full preservation or “Mothballing” of a building is undertaken. The procedures outlined here do not fully address long-term asset preservation tactics. To effectively preserve an asset, as a minimum, the building envelope must be secured, the interior climate has to be maintained and controlled, and the structure should be protected against vandalism. This document only addresses some of these issues. The focus is mainly concerned with public safety and fire prevention. DCAM strongly recommends that where possible any vacant building be monitored and maintained in order to prevent the process of deterioration that can very quickly consume a building if left unattended.

The guidelines reflect the recommendations and advice of the Department of Fire Services, Office of the State Fire Marshal. The purpose is to provide for a uniform method of securing and/or marking certain buildings or structures in any city or town which are unused, uninhabited or abandoned. Concurrent with complying to the above recommendations the Agency must consult with the state Department of Public Safety building official and the head of the local fire department. Notification should also be made to the Massachusetts Historical Commission (MHC) if the building(s) is within their purview.

DCAM is very interested in providing Agencies with additional assistance or technical advice that will help protect state assets and the public when buildings are vacated. For further information, please call or e-mail: Robert E. Barry, Deputy Director, Office of Planning, Design and Construction, 617-727-4050 x521, e-mail [bob.barry@dcp.state.ma.us](mailto:bob.barry@dcp.state.ma.us); or Ken Tilden, Deputy Director, Office of Surplus Property, 508-792-7453, e-mail [kenneth.tilden@dcp.state.ma.us](mailto:kenneth.tilden@dcp.state.ma.us).

## EXECUTIVE SUMMARY

In general, the guideline requires the removal of all hazardous and combustible materials (unless lawfully permitted and the building is equipped with an automatic sprinkler system) and all materials determined by the head of the local fire department or the state building inspector to be hazardous in case of fire. The State Fire Marshall recommends that all floors accessible from grade be secured utilizing **one** of the following methods so long as the head of the local fire department and building inspector approves such method:

- (a) Secure all window and door openings in accordance with U.S. Fire Administration, *Board up Procedures*;
- (b) Provide 24-hour watchman services; or
- (c) Provide a monitored intruder alarm system at the perimeter of all floors accessible from grade.

It is the responsibility of the Agency to assess their situation, consult with the appropriate officials and make a determination as to which method is the most logical for their particular situation.

The following procedures are a compilation of actions, which need to be addressed by an Agency once a determination of the level of securing or ‘mothballing’ is made. A number of items that address the exterior boarding of windows and doors may not be required or necessary if the building is reasonable secure, weather tight, the building or campus has 24-hour watchman services and the campus is deemed to be reasonably free from vandalism. The aforementioned guideline is developed assuming that no on-site full time security is present and that the DCAM will eventually monitor the property through it’s office of Surplus Property.

## **Grounds**

1. Remove all scrub brush, plants and saplings from around buildings to provide clear visibility of building doors and windows for security personnel.
2. All manhole covers, storm drain covers and tunnel or vault covers should be inspected to be sure they are in place and properly secured. Spot-weld if necessary.
3. Remove all brush and undergrowth from around fire hydrants.
4. Repaint or flag all fire hydrants and Post Indicator Valves (PIV) so as to be easily located.
5. Locate and seal all tunnel manholes and/or ventilation shafts to prevent entrance to tunnels and closed buildings. Seal all doors and entrances leading to tunnels as shown in attached sketch #4.

## **Building Exterior**

1. All windows and doors in wells, basements and first floors up to a height (bottom of window or door less than 12 feet above grade) shall be sealed as follows:

### **Windows**

1. All windows, including basement windows, and other openings with a sill height less than 12 feet from grade shall be sealed with  $\frac{3}{4}$ " exterior grade plywood type CDX or 4" CMU block as shown in attached sketches 1, 2, 3, 5, 6 and 8.
2. Windows or openings accessible from porch roofs, entryways and projecting roofs shall also be sealed as per number 1 above.
3. CMU block shall be properly anchored to existing structure and grouted solid as shown in attached sketch #5. Face of block shall be sealed, stained or painted with a compatible weather resistant product. Color shall match the exterior of the building.
4. Plywood shall be cut to fit inside the window opening, with a maximum clearance of  $\frac{1}{8}$  of an inch. Gap between plywood and opening should not be caulked.
5. Plywood shall be stained on all edges and both faces with a combination exterior grade stain and sealer. Color of stain shall match the exterior of the building.
6. Plywood shall be secured by  $\frac{3}{8}$ " diameter carriage bolts passing through 2" x 4" studs as shown in sketches listed in number 1 above. Where windows are protected by security bars, grills or security screens on the outside, they shall remain in place, and the plywood will be installed over the outside surfaces.
7. For operable windows, the top and bottom sash may be left in the open position to allow the installation of the  $\frac{3}{8}$ " carriage bolts. For non-operable windows, the panes may be removed where required in order to install carriage bolts through the 2 x 4 studs. The contractor must remove and dispose of glass in a safe manner. The contractor must dispose of any portion of the windows or frames he must remove to

install the plywood. He shall provide a new support as shown in sketches listed in #1 above, if existing window frame is damaged.

8. The contractor must submit drawings to DCAM through the Department or Agency for approval of any windows or openings to be sealed by any method other than that shown in sketches listed in number 1 above.
9. For windows over 48 inches wide or 96 inches in height, the contractor must submit drawings to DCAM through the Department or Agency for approval showing method of framing the plywood enclosure and the method of securing to the building. Such method shall comply with the intent of attached sketches.

### **Doors**

1. An emergency access/egress door shall be provided at the front and rear of each building, or as otherwise determined by the local fire and public safety officials in conjunction with DCAM. Each emergency access/egress door shall be installed as per attached sketch #7. All locks shall be keyed alike with three (3) keys. Keys shall be turned over to the local fire department one (1) and DCAM Office of Surplus Property two (2).
2. Emergency access/egress doors are to be painted fire engine red. The building number and location of the door are to be painted in red on a yellow background as per attached sketch #7.
3. Doors designated emergency access/egress doors shall be shown on the plot plan, and a copy of this plot plan shall be given to the local fire department.
4. Note: Emergency access/egress doors must open without binding or sticking. Contractor shall replace any hinges or hardware on these doors so they shall operate properly. Any doors designated as access/egress doors which cannot be repaired shall be replaced.
5. All other exterior doors up to a height (bottom of threshold) less than 12' above grade shall be permanently sealed with ¾" exterior grade plywood, type CDX per below.
  - A. Remove and dispose of all screen doors.
  - B. Remove doorknob.
  - C. Existing mortised lock to remain and be secured in the locked position.
  - D. Cut plywood to overlap door, hinges and doorjamb.
  - E. Secure plywood with minimum 2" long galvanized screw nails 6" on center around the perimeter of door into the doorjamb and through the center of the door both horizontally and vertically.
  - F. If doorframe is rotted, contractor shall provide new nailing strip (2 x 4s) to replace frame.
6. Plywood shall be stained on all edges and both faces with a combination exterior grade stain and sealer. For doors to be permanently sealed, color of stain shall match the building exterior.

## **Fire Escapes**

1. Remove from all buildings, fire escapes and ladders attached to buildings up to a height of 12 feet above grade.
2. Doors and windows above the first floor level shall also be sealed per these procedures if they are accessible from outside stairs and landings or if required by Department of Public Safety or the local Fire Department.

## **Building Interior**

### General Notes For: Electricity/Water/Telephone/Gas:

- The intent of cold securing a building is to completely discontinue electrical power, water service, telephone service and gas service to the building by terminating the services at the street.
  - Make arrangements with DCAM to pay all utility bills. All utility bills must be paid in full prior to acceptance of property by DCAM.
  - If unable to comply with this policy based on conditions beyond the control of the Department or Agency (due to requirements of the Department of Public Safety or the local Fire Department), the Department or Agency must notify DCAM and attempt to discontinue, internally, as many service as possible as per below.
1. Turn off the water supply to the building. Close the shut-off valve located directly outside of the building. If the outside valve does not shut off the water flow completely, install new valve. If no exterior valve exists and electrical power is to remain on, close internal shut off valve, install heat tracing and insulation around the water main from the inside of the building wall up to and encase the inside shut-off valve. If no electrical power exists, a new exterior shut off valve must be installed.
  2. Drain all sanitary plumbing systems and pump out by a suction pump or compressed air, all residual water in each plumbing fixture trap. Back fill all traps, including clean-out traps, with anti-freeze.
  3. Drain all hot water heaters, water storage tanks and other tanks containing water. **Do not** back fill with anti-freeze any tanks or lines used for domestic water use.
  4. Turn off the electric service to all electric motors operating HVAC equipment. Drain all HVAC systems of water. Remove all window units and re-seal windows.
  5. Turn off the electric service to all electric motors operating compressor pumps, etc. Note: If required, and only after approval by DCAM, do not turn off electric service to sump pumps used to keep tunnels, cellars, etc. from flooding.
  6. Deactivate electrical systems in the building including lighting, power and electric motor systems. This can be done by shutting down the main building power circuit and disconnection from the street. **Power systems shall be left in a condition that they can easily be restarted.**
  7. Notify local Telephone Company to disconnect phone service.

8. Turn off the main gas shut-off inside the building and the individual shut-offs to each appliance. **For safety reasons, the local Gas Company must turn off the gas at the street.**
9. Remove all trash and debris and all personal property which has been declared worthless. Follow Department of Procurement and General Services Regulations.
10. Properly archive all pertinent records. Notify the Secretary of the Commonwealth, Archives Division, 220 Morrissey Boulevard, Boston, MA 02125, telephone number (617) 727-2816. **Do not leave any records stored within building.**
11. Remove all locksets and latching devices from interior doors, which may hinder access/egress. **This is a Fire Department requirement.**

### **Elevator Shutdown**

1. Provide for elevator shutdown in accordance with 524 CMR 11.00 Elevators Placed Out of Service.

#### **Elevators Placed Out of Service**

All elevators and dumbwaiters placed out of active service for a period exceeding one year shall comply with the following:

- 1) The owner or his agent shall notify the authorized elevator inspector in writing, giving the date when the elevator or dumbwaiter will be placed out of service.
- 2) If the out of service period exceeds one year from the date of notice received, the complete installation shall be subject to a complete inspection and safety test before again being placed in service.
- 3) The car and counterweight shall be located to the lowest landing.
- 4) All ropes removed.
- 5) Main line fuses removed.
- 6) Service switch opened and the cabinet sealed with a padlock.
- 7) Where landing doors are in use, the doors shall be bolted securely to the closed position from the hoistway side.
- 8) When landing gates are in place, the landing openings shall be totally enclosed and strongly reinforced.

**EXCEPTION:** The lowest landing door shall be locked from the landing side.



## **Fire Alarm and Fire Protection Systems**

1. **All fire alarm and fire protection systems must remain active until specific instructions are provided by local Fire Department.**
2. The shutting down of fire sprinklers requires a permit signed by the local fire department. The Department or Agency will obtain this permit. Shutting down fire protection systems without a permit is in violation of MGL Chapter 148, Section 27A and is considered a criminal offense.
3. In the event that the local Fire Department will not allow the shut down of the sprinkler system:
  - Note to the Fire Department that there will be no heat in the building as it is being “cold secured”, therefore any active wet sprinkler system would freeze.
  - Drain interior sprinkler system to prevent freezing, install an exterior PIV between the street shut off valve and the exterior face of the building. Leave water main active to PIV. In the event of a fire, the local fire Department can open the PIV and flood the interior sprinkler system.
  - Convert existing system to some form of dry pressure activated system.
  - Discuss and agree with the local Fire Department any and all alternative methods of achieving fire protection.
4. Water mains supplying the fire hydrants, PIV and other fire protection systems shall not be turned off.
5. Department or Agency personnel will meet with the local fire department and will provide them with site-specific fire protection requirements.
6. Do not remove fire hoses, fire detectors or fire extinguishers from the buildings.

## **Power Plant**

The power plant shall be shut down in a condition of long-term storage (one year) with the intention of restart with minimum deterioration. The “dry lay-up” method shall be used in which all systems are drained. The following are the minimum steps required:

1. Power down in accordance with standard operating procedures. Check the boiler manufacturer’s operating manual for specific instructions.
2. Oil delivery should be scheduled prior to shut down, so that a minimum of oil is left in each tank. The Department should arrange to have all residual oil pumped out by their supplier as soon after shut down as possible.
3. Allow boiler water to return to room temperature and drain the boiler water.
4. Clean fire and watersides of boilers to remove scale and soot.
5. Install drying agent in both water and fire side of units. Leave manhole access covers on the boiler open.

6. Drain deaerator and open inspection doors and trays. Drain all boiler feed pumps and lines.
7. Drain condensate receiver tank. Open manhole on tank.
8. Drain chemical feed pump barrels and dispose of chemicals in a safe manner.
9. Drain water softener tank and brine receiver.
10. Shut off valves to main water supply. Drain lines.
11. Drain all treated water from equipment.
12. Turn off all steam valves to steam distribution lines leading to the various buildings. Disconnect the steam lines at the trap or lowest point to drain condensate from steam lines.
13. Drain down all steam distribution and condensate lines, expansion joints and traps.
14. Contact DCAM/Office of Surplus Property for the disposition of all chemicals and oils remaining in the power plant.
15. Remove and properly dispose of all out of service or abandoned UST and AST.

### **Operational and Hazardous Wastes**

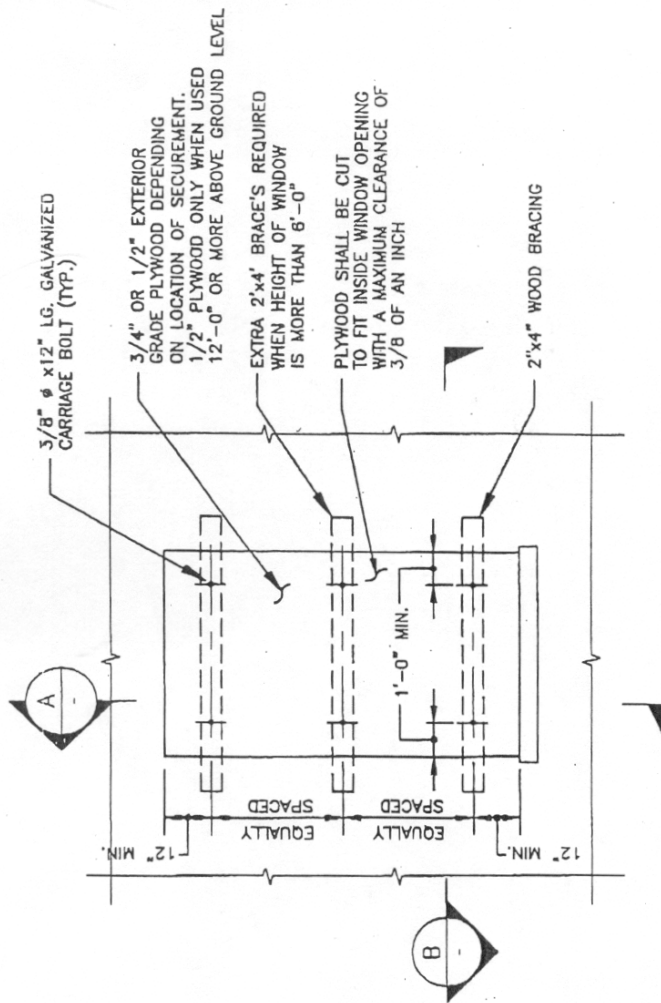
Contract with an approved hazardous waste firm to remove all stored regulated waste from the facility. This shall include, but not be limited to, all:

- Medical wastes
- Maintenance wastes (paints, thinners, etc.)
- House keeping wastes (cleaning solvents and supplies)
- Oil & gasoline underground tanks. These can be pumped out and reused in another facility or removed and properly disposed of.
- Food service wastes

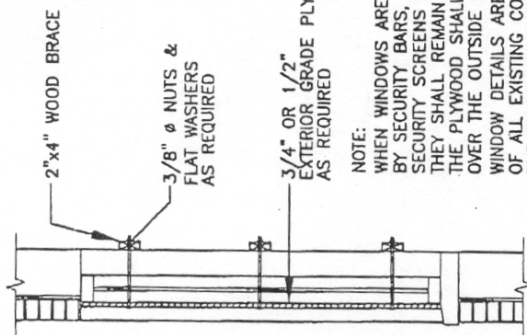
## **Closure Report**

A closure report shall be prepared by the Department or Agency, which will provide DCAM with the status of all utilities. As a minimum, the report should provide the following information:

- Location and status of water shut-off valves (attach Water Plan)
- Location and status of fire hydrants (attach Plan)
- Location of electric distribution boxes and status (attach Plan)
- Gas-operated systems and location of shut-off valves (attach Plan)
- Provide information on fire alarm and fire protection systems still in operation
- Location of sump pumps still in operation and location of electric distribution box
- Status of boarding up windows and doors for each building
- Status of outdoor lighting and location of electric distribution boxes
- Status of sewage pumping stations and treatment plants which must remain in operation
- Documentation from DEP, local Fire Department and Contractor regarding the proper removal and disposal of any/all oil and/or gasoline USTs.



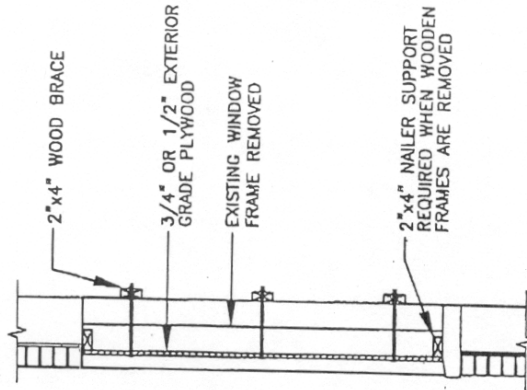
**ELEVATION**  
**TYPICAL PLYWOOD WINDOW ENCLOSURE**  
 (12'-0" OR BELOW)  
 SCALE: NTS



# SECTION A-A

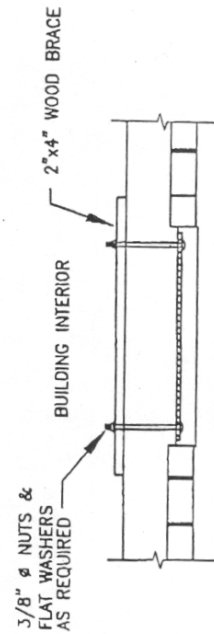
SCALE: NTS

NOTE:  
WHEN WINDOWS ARE PROTECTED BY SECURITY BARS, GRILLES OR SECURITY SCREENS ON THE OUTSIDE, THEY SHALL REMAIN IN PLACE AND THE PLYWOOD SHALL BE INSTALLED OVER THE OUTSIDE SURFACES. WINDOW DETAILS ARE NOT INCLUSIVE OF ALL EXISTING CONDITIONS BUT SHALL ACT AS A STANDARD OF QUALITY FOR DIFFERING CODITIONS.



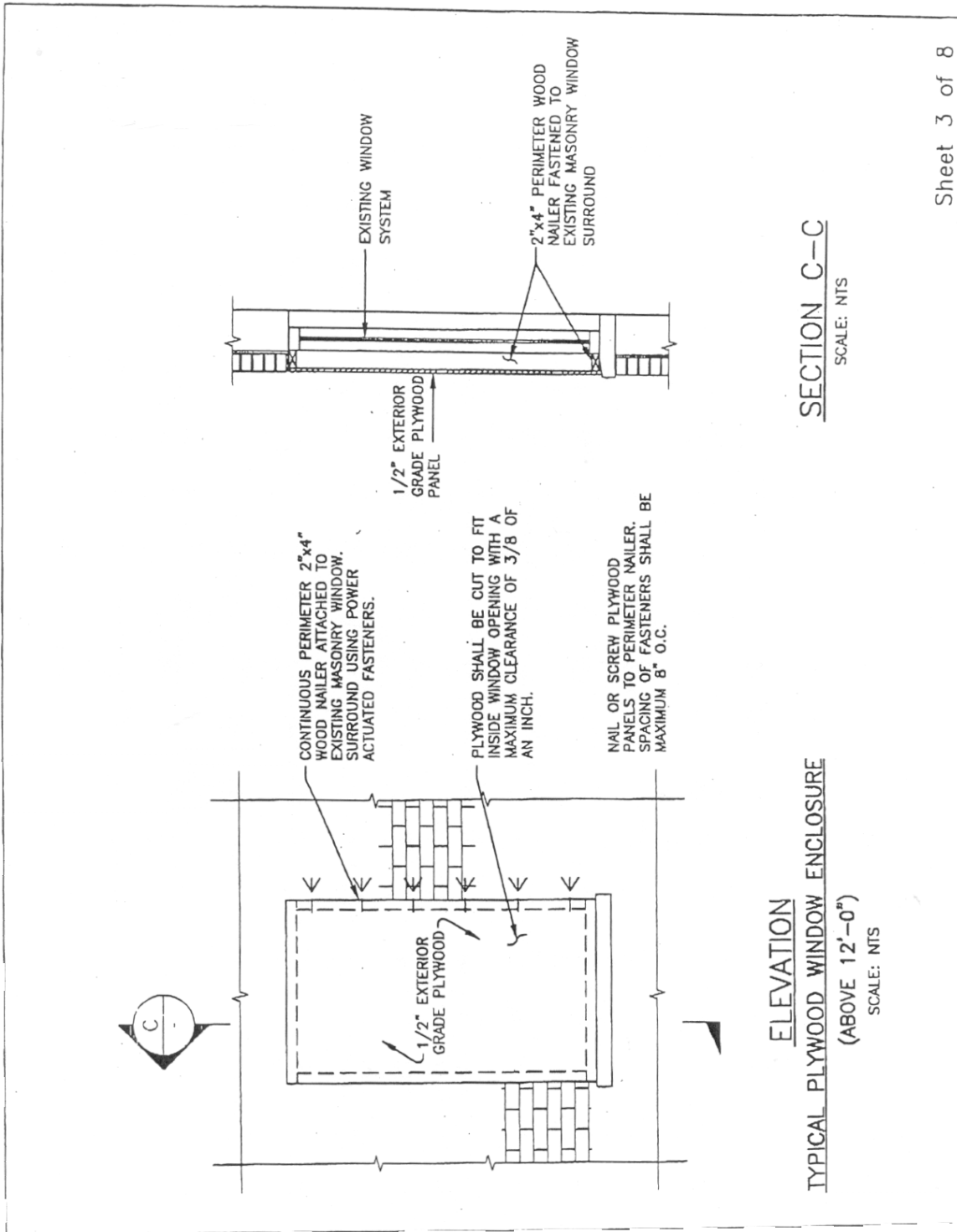
# SECTION A-A

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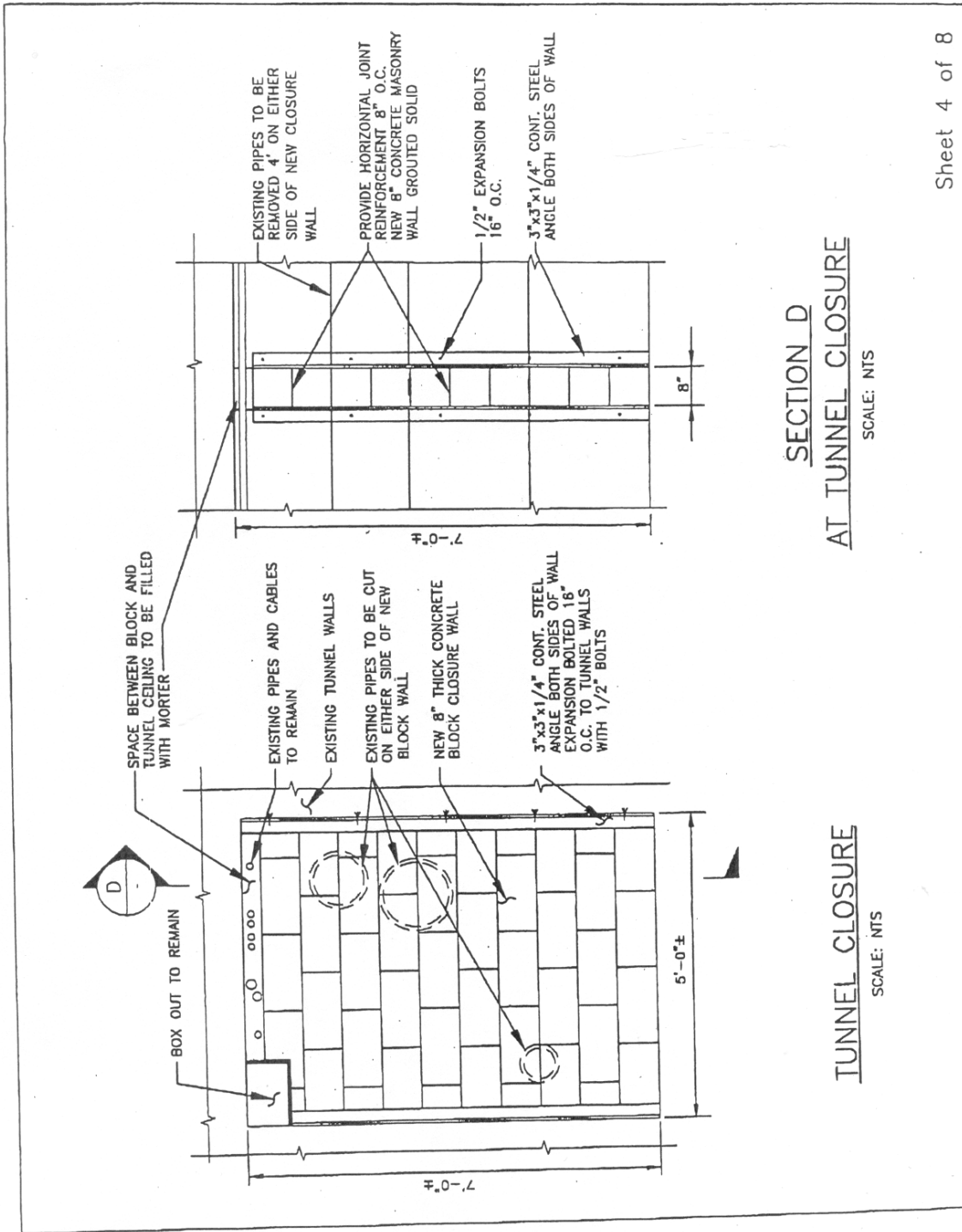


# SECTION B-B

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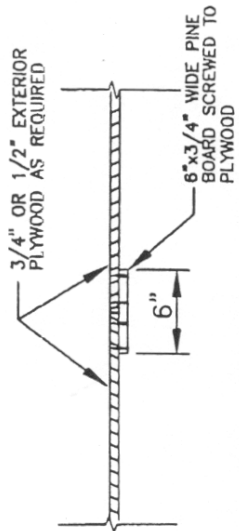


Sheet 3 of 8



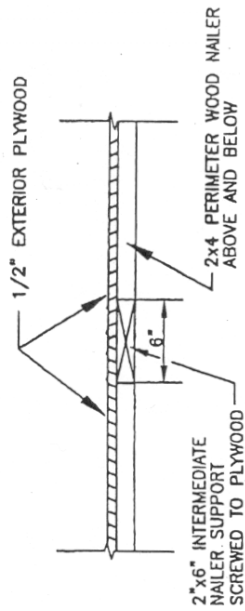






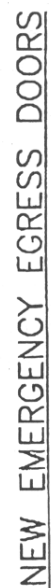
TYPICAL INTERMEDIATE SUPPORT DETAIL  
FOR WINDOW OPENINGS WIDER THAN 4'-0"  
WHEN WOOD BRACES ARE USED

SCALE: NTS

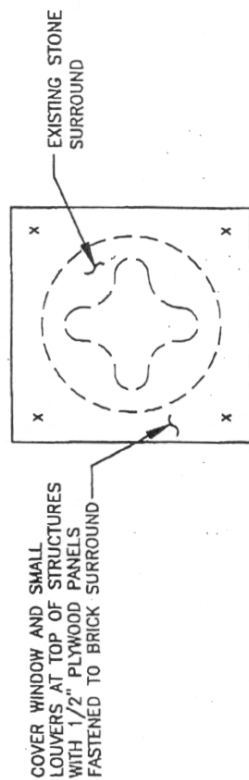


TYPICAL INTERMEDIATE SUPPORT DETAIL  
FOR WINDOW OPENINGS WIDER THAN 4'-0"  
WHEN PERIMETER WOOD NAILERS ARE USED

SCALE: NTS



SCALE: NTS



WINDOW CLOSURE AT  
SPECIAL WINDOWS

SCALE: NTS



**To request arson prevention materials:**

**National Arson Prevention Clearinghouse**  
 16825 South Seton Avenue,  
 Emmitsburg, Maryland 21727  
 1-888-603-3100

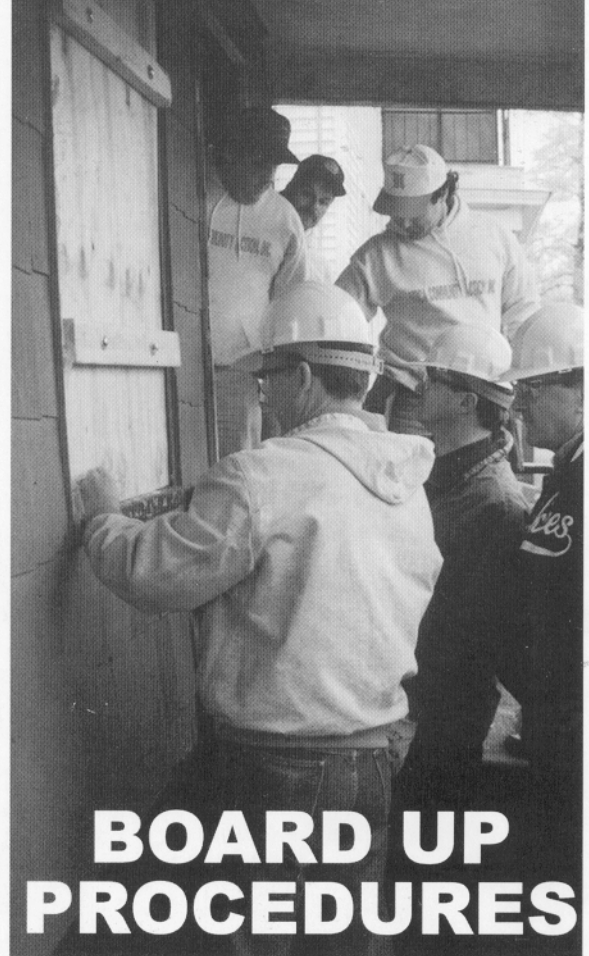
*Materials available include:*

- General Arson Prevention Literature
- Video: Fighting Church Arson
- Church Arson Prevention Literature
- Arson Prevention Brochures
- Juvenile Firesetter Brochures
- Coalition Building Handbook
- Arson Threat Assessment Guides for:  
Communities, Churches, Buildings
- Information on Arson Classes and  
Courses delivered by the National  
Fire Academy



**U.S. Fire Administration**

**National Arson  
Prevention Initiative**



**STOP** the use of empty buildings as targets for arsonists, as crack houses, as hang outs for gangs, as garbage dumps, and as temporary shelters for the homeless.

*These procedures are intended to protect buildings that are temporarily vacant pending rehabilitation and use.*

## **"HARDENING THE TARGET" BOARD UP PROCEDURES**

Protecting valuable buildings from the weather and from illegal entry can be accomplished by improving security, organizing block watches, improving lighting, periodic patrols, and by following these directions.

### **1. DISCONNECT ALL UTILITIES AT THE STREET**

- A. Turn off water at the street and drain the system to its lowest point. Leave faucets open and put anti-freeze in all traps containing water.
- B. Have the utility company disconnect electricity at the street and remove and cap meters.
- C. Shut off LNG supply at the street. Disconnect and remove LPG and heating oil tanks.

### **2. REMOVE ALL FLAMMABLES AND COMBUSTIBLES FROM INSIDE AND OUTSIDE THE BUILDING**

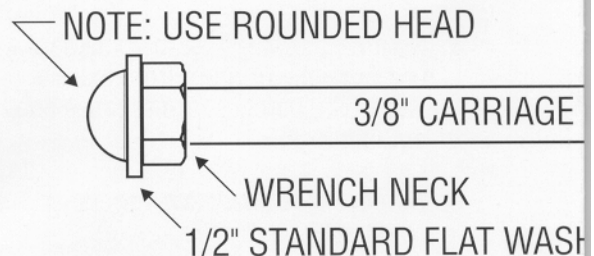
- A. Remove all upholstered furniture, combustible materials and trash from the building, including the basement and attic.
- B. Remove trash and trash containers and combustible furniture from exterior stairwells, porches, fire escapes and outbuildings.
- C. Remove shrubbery and vegetation that could support or spread a fire.

### **3. SECURE THE BUILDING TO PREVENT ENTRY**

- A. Search the entire building to ensure that it is unoccupied.
- B. Remove doors and storm windows and place in storage.

## **DETERMINING HOW MUCH PROTECTION IS NEEDED**

- 1. Openings in the basement, first floor doors and windows and any point of entry accessible from a porch, fire escape or other potential climbing point require additional security measures. These openings should be barricaded with plywood, 2x4s, bolts and nails.
- 2. Openings that are at least 10' from ground level which are *not* accessible from a porch, fire escape, roof, or other climbing point can be secured with nails in each brace, and every 12" around the perimeter. For these openings the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brickwork on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight.



## BOARDING UP

1. Cut plywood to fit over the window and door openings, flush with outside of the molding.

*Note: For buildings with metal door and window frames the alternative is to cut the plywood and 2x4s to fit the inside of the door frame butted up against the band molding.*

2. Cut the 2x4s to fit the horizontal dimension of the plywood. You will need two 2x4 exterior and two interior braces for each window and three sets for each door.

*For buildings with metal doors and window frames the 2x4s for the outside will be cut to the dimensions of the plywood, fitting inside the door frame, against the band molding. For the inside the 2x4s will be cut to the outside dimension of the door or window frame.*

3. Pre drill 3/8th inch holes in the plywood and the braces.
4. The holes will be placed approximately 1/3 of the length of the brace from each outside edge of the door and window jam.
5. The two window braces will be placed 1/3 of the distance from the top and the bottom of the window.
6. The three door braces will be placed; one in the center of the doorway, and one half the distance from the center to the top and to the bottom of the doorway.

7. Place the plywood over the exterior opening and nail to the frame.

*For metal frames place the plywood and braces inside the frame against the band molding.*

8. Place the 2x4 braces over the interior and exterior of the door or window.
9. Place the large washer over the carriage bolt and place the bolt through the holes.
10. Place washer and nut inside and tighten securely. Torque the nut so that it slightly compresses the interior 2x4.

After all entrances are secured, the interior worker should exit the building, using a ladder, through a window, if such exists, at least 10 feet above the ground. Nail or screw a plywood sheet over the worker's exit. Patrol the building periodically to check the security.

BOLT 12" LONG (COURSE THREAD)

ER

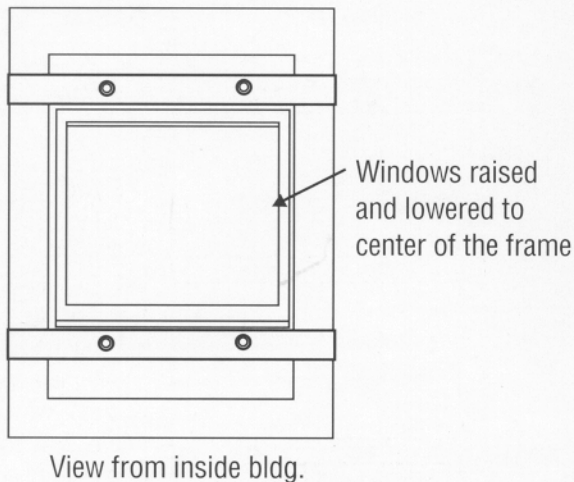
WASHER &  
3/8" COURSE CONSTRUCTION GRADE NUT



## MATERIALS NEEDED

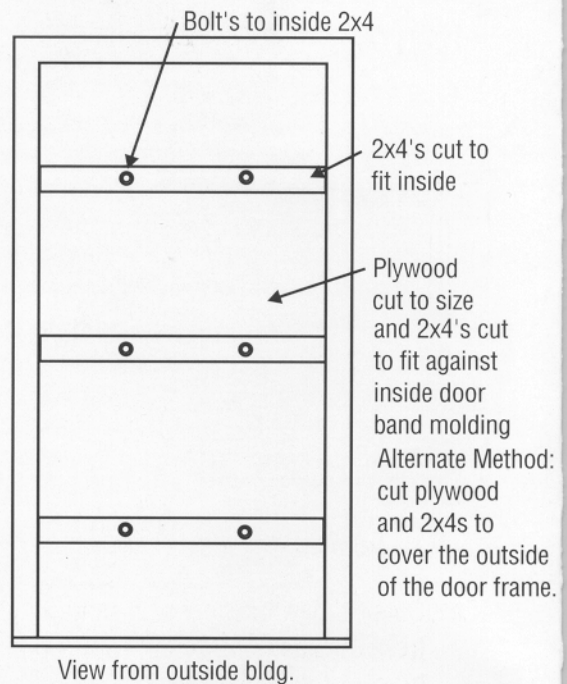
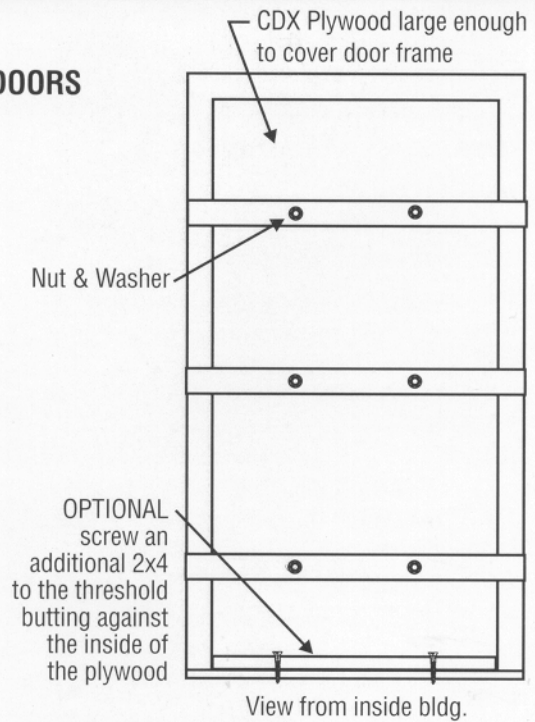
- A. 1/2" plywood, grade CDX and 2" x 4" by 8' construction grade lumber.
- B. 3/8" by 12" carriage bolts (rounded head on weather side).
- C. 3/8" construction grade nuts.
- D. Flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt head.
- E. 1/2" diameter flat washers for installation beneath the nut inside the building.
- F. 1-5/8" (6d) galvanized or stainless steel ring-shank nails or comparable deck nails.

## WINDOWS



Note: Outside view of window is same as view from outside door except with two 2x4 braces instead of three.

## DOORS



**ADVISORY**

To: Head of Fire Departments

From: Stephen D. Coan, State Fire Marshal

Date: March 29, 2001

Re: Regulatory Activity Relative to Certain Dangerous or Abandoned Buildings - Update

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At the March meeting of the FCAM, the membership engaged in extensive discussions concerning the proposed amendment changes to the State Building Code (780 CMR 121.7 and 121.8). The discussion focused on the importance of securing dangerous or abandoned buildings, but, at the same time, recognized the fiscal impact to communities who are forced to manage these properties in the event that the owner fails to take the necessary action.

The proposed amendments draw a clear distinction between the responsibility of known owners and the responsibility of the communities when the owner fails to take the necessary action.

In the case of a building with a known owner, said person shall

- remove all materials deemed to be dangerous in case of fire
- secure all floors accessible from grade using one of the approved methods in 780 CMR 121.7
- maintain fire alarms or sprinkler systems
- maintain utilities

In the case of an owner who fails to take the necessary action and direct intervention of the community, the building official shall only secure all windows and door openings in accordance with the U.S.F.A. board up procedures. To reiterate, the building official shall not be required to remove materials from the interior of said building or maintain fire alarms or utilities.

A second component of this plan has been approved by the Board of Fire Prevention Regulations through the emergency adoption of 527 CMR 10, 10.13, Emergency Planning and Preparedness. This regulation requires that the building official, in cooperation with the head of the fire department, shall mark same building in accordance with the requirements established by the Board of Fire Prevention Regulations.

The proposed amendments to 780 CMR, the State Building Code, will be heard by the Board of Building Regulations and Standards during their regularly scheduled meeting on April 10. By separate e-mail, Chief Thomas Garrity, President of the FCAM, has asked membership to be present at this meeting to support the amendment.



*I believe that, absent statutory changes, these regulations greatly increase firefighter safety through the enhanced management of vacant/abandoned buildings.*

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*Draft as of 2-27-01*

Amend 780 CMR § 121 by adding two new subsections: (1) 121.7 and (2) 121.8.

780 CMR 121.7 Standards for making buildings safe or secure: Any owner of a building who has been notified that said building shall be made safe or secure under 780 CMR 121.2, shall:

(1) Remove all materials determined by the head of the fire department or local building inspector to be dangerous in case of fire.  
(2) Secure all floors accessible from grade utilizing one of the following methods so long as such method is approved by the head of the fire department and local building inspector in writing:

- (a) Secure all window and door openings in accordance with the U.S. Fire Administration, National Arson Prevention Initiative Board Up Procedures, continuously until such time as the building is reoccupied; or
- (b) Provide 24 hour watchman services, continuously until such time as the building is reoccupied; or
- (c) Provide a monitored intruder alarm system at the perimeter of all floors accessible from grade, continuously until such time as the building is reoccupied.

Said owner, as the case may be, shall notify the building official that the approved method chosen to secure the building has been incorporated. Said owner shall allow the building official to enter the building for an inspection to ascertain that the building is secured and made safe. Said owner shall allow the head of the fire department to enter the building. The building official shall be supplied with records of maintenance and operation if the provisions in clause 2 (b) or (c) are used.

(3) Maintain any existing fire alarms or sprinkler systems unless written permission is obtained from the head of the fire department in accordance with M.G.L. c. 148, § 27A to shut off or disconnect said alarms or systems.

(4) Maintain utilities unless written permission is obtained from the building official to disconnect said utilities. Permission to disconnect utilities shall not be granted if it will result in inadequate heat to prevent freezing of an automatic sprinkler system or inadequate utilities to maintain any other protection systems.

Upon refusal or neglect of said owner to comply with such notice, any building official acting under the authority of 780 CMR 121.3 or 121.5, shall secure all window and door openings accessible from grade in accordance with the U.S. Fire Administration, National Arson Prevention Initiative Board Up Procedures, continuously until such time as the building is reoccupied.

Any building which has been made to conform to the provisions of this regulation during vacancy may be reoccupied under its original use and occupancy classification, provided that any systems which were disconnected or shut down during the period of vacancy are restored to fully functional condition. The local building inspector shall be notified in writing prior to re-occupancy. If said building is changed in use or occupancy or otherwise renovated or altered it shall be subject to the applicable provisions of 780 CMR 34.

780 CMR 121.8: Marking or identifying certain buildings that are especially unsafe in the case of fire. Any building official who determines that a building is especially unsafe in case of fire under 780 CMR 121.2, shall notify the head of the fire department about the existence of said building. The building official, in cooperation and the with the head of the fire department, shall mark said building in accordance with the marking requirements established by the Board of Fire Prevention Regulations in 527 CMR 10.00.

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## 527 CMR 10.00 FIRE PREVENTION, GENERAL PROVISIONS

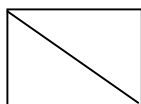
### 10.13: Emergency Planning and Preparedness

(1) 527 CMR 10.13 is hereby further amended by adding, after section 10.13 (6), the following new section:

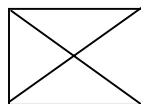
#### (7) Marking or identifying certain buildings that are especially unsafe in the case of fire

(a) Any building determined to be especially unsafe in case of fire , under the provisions of 780 CMR 121.2 shall be identified and marked by the building official, with the cooperation of the head of the fire department, to indicate the degree of hazard.

(b) In marking such buildings, the following symbols shall be used:



This symbol shall mean that interior hazard exists to such a degree that interior operations shall be conducted with extreme caution.



This symbol shall mean that severe structural deficiencies or severe interior deficiencies exist to such a degree that operations shall be from the outside except for when a life hazard exists.

(c) Markings shall be applied on the front of the building at or above the second floor level, where practical, between openings such that they are visible from the street. Markings may be applied to the sides or the rear of a building if the head of the fire department deems such placement necessary. Markings shall also be applied in a conspicuous place near every entrance and on penthouses. Markings shall not be applied over doors, windows, or other openings where they may be obscured by smoke or fire.

(d) Markings shall be a minimum of 24 inches by 24 inches. Markings shall either be on a placard with a reflective background or painted with a reflective paint of

contrasting color directly on the surface of the building. Stripes and borders outside of the marking shall be a minimum of 2 inches wide.

(e) All markings shall bear a date as to when applied or the date of the most recent inspection.

(f) Prior to receiving a mark, all buildings shall be inspected thoroughly by the head of the fire department.